

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **44**

PAGE NO. **1**

Hall of Records
Commission

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

COMPTROLLER'S OFFICE

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. **CORRESPONDENCE:**
This file consists of correspondence (mostly 8 1/2" x 11") to customers, memorandums to the Commissioner's and memorandums to the various departments in the Commission, etc. It pertains mostly to matters of accounts, job application, complaints on bills to customers. The material is filed alphabetically by subject matter. The volume of correspondence is comparatively small and difficult to determine the amount of accumulation per year. Correspondence for the years 1918 to date is stored in the office area and occupies 8 cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

2. **COMMITMENT LEDGER:**
This ledger (11" x 17") is used in disposing of the cost and recording commitments of purchases. It is used in the basic audit and is a subsidiary to posting in the general ledger. Prior to 1951, it was called a Distribution ledger. The ledger is filed chronologically. It occupies 1 1/2 cubic feet in the office area for the year 1952 to 1953 and 3 1/2 linear feet in the 2nd floor vault for the years 1920 to 1951. Approximately 3 linear feet will be disposed of upon approval of this schedule. The annual accumulation is 3/4 file drawer (1 1/2 cubic feet).

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER AUDIT AND THEN DESTROY.

3. **ANNUAL BUDGET:**
This is a proposed annual budget which is in the making. The purpose of this budget is to explain to the public and the

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Commission*

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7. Agency, Division or Bureau Representative

Paul R. Willis
Signature

Supervisor - Record Survey
Title

February 26, 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/5/54
Date

Morris L. Radloff
Archivist

MAR 8 1954
Date

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Commissioners how the Commission's funds are to be spent for the coming year. Copies of this budget are to be sent to the County Commissioners (Prince George's County and the County Council - Montgomery County) and will be available to the general public. The main purpose of this budget is to show the public the expenditures of the Commission. This is the first years that a budget of this type has been made, and upon further recommendation of the Commissioner's, it will become an annual budget. This budget was suggested by the outside auditors as a way to inform the public of the Commission's expenditures.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED BY
BOARD OF PUBLIC WORKS
MAR 3 1954
Date.....

[Signature]
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Secretary